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22 April 1969

MEMORANDUM FOR: Deputy Director of Personnel for  
Recruitment and Placement

THROUGH : Chief, Recruitment Division

SUBJECT : Revised Application - "Professional  
Qualifications Statement"

1. Attached is an application form (Professional Qualifications Statement) proposed as a substitute for the Present Form 444 "Personal History Statement." It is suggested for use in professional level applicant cases. For purposes of this consideration, "professional level" would apply to any applicant who will be recommended for or considered for a position, GS-07 or above, (other than clerical or communications applicants who at present are selected and processed efficiently).

2. At the outset it should be understood that the use of this document in no way lessens the role of the Office of Security. It does, in effect, defer Office of Security participation in the clearance process until a more appropriate time -- when there is evidence that the Agency has real interest in the applicant and, in turn, there is evidence that the applicant is truly interested in Agency employment.

3. The need for such a document will become apparent -- both in money saved and in good will gained -- when the following facts are considered:

- A. During FY 1968, Recruitment Division submitted 3363 completed, recommended cases for "professional level" consideration. This was as a result of field recruiters and Washington Office interviewers providing more than 6000 "sets" of application

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papers (a "set" includes, among other papers, two (2) Form 444s). Thus, some 12,000 Form 444s were issued to potential professional level applicants.

- B. Of the 3363 professional level applicants who did apply, interest was actually expressed in only 1789 to the degree that "processing" of those applications was begun. "Processing" is here intended to mean that there were requests for Security and Medical evaluation of the applicants. In point of fact, only 617 new professional employees (staff or contract - nonmilitary) entered-on-duty during that period, suggesting that only 1 out of 5.5 applications were actually utilized to the degree contemplated in their original design.

4. Recruitment Division has long been convinced that hundreds of highly qualified interviewees do not submit the present application because: the 4 to 6 hours necessary to prepare the Personal History Statement is not available to them (especially senior and graduate students in science and engineering) and, the recruiter can, at best, suggest only probable interest in the applicant's qualifications. He cannot assure a job offer!! Thus, without stronger incentive to complete the present seventeen (17) page document (with appenda), a high percentage of interviewees simply do not file formal application.

5. The proposed Professional Qualifications Statement (with appenda) concentrates on just that -- qualifications. Limited to five (5) pages, it still provides:

- A. All information necessary for an operating component to determine its interest in the professional qualifications of the applicant.

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- B. Sufficient information for the Office of Security to make an "invitee travel" determination.
- C. Adequate information for the Office of Current Intelligence to determine whether the applicant could qualify for a Special Intelligence (SI) clearance if such were a requirement of the proposed assignment.

6. Operating components would initiate Personnel Action in professional level cases on the basis of this document. Correspondence with such an applicant would include a revised Personal History Statement (prepared by the Office of Security). This PHS would request only such additional information as actually would be required for Security's background investigation. (The instruction sheet which accompanied the PQS would have informed the applicant were interest expressed in his qualifications, he would be asked to provide additional information.) With the incentive of knowing that there is positive interest in his qualifications, it seems reasonable that the truly interested applicant would follow up, and soon. A time limit would be proposed in the correspondence: "If we do not hear from you within the next two weeks, we will assume that you are no longer interested in employment consideration." Under the present system, the request for security clearance is made before the applicant is informed of Agency interest, at which point, a high percentage of applicants have already decided that they would not accept an ultimate job offer -- they simply do not bother to inform us. If the applicant was obliged to reconfirm his interest before the clearance procedure was initiated -- by taking a second step -- it seems probable that a considerable number of background investigations would never begin!

7. We have heard the argument that completion of our present, cumbersome application is some sort of "test" of the applicant's true interest in employment. The high

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declination rate of professional level applicants already "in process" does not support that argument. Forcing the applicant to take a second step, by reconfirming his interest, seems to us a far better test of sincerity.

8. While it would be difficult to project total savings in employing these new applicant procedures, some obvious savings are readily apparent. They include:

- A. A considerable number of background investigations never begun.
- B. A considerable number of "Invitees" never invited because they did not take the "second step" of reconfirming their interest.
- C. Reproduction costs of applications. However minor this saving, they are significant. The present 17 page PHS costs \$53.88 per thousand to produce. The proposed 5 page Professional Qualifications Statement could be reproduced for less than 1/3 that cost and a revised PHS for Security should cost a little more.

9. In the matter of "good will", recruiters continually report conversations with faculty contacts and others whose impressions of the Agency are negatively influenced by our cumbersome employment procedures. This has been particularly true in the case of faculty members who have referred their "prize" students, only to have those students rejected after completing our horrendous application. Agency components were not "buying" at the time. Necessarily, then, those faculty members and their referrals (and their circle of acquaintances) have an impression of our bureaucracy that, like the ripple on the mill pond, goes on and on - to our detriment.

[Redacted Signature Box]

Deputy Chief, Recruitment Division

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